

Page Denied

~~SECRET~~D/L
D/L
EO
AEO DDA 87-2260
23 October 1987

MEMORANDUM FOR: Director of Central Intelligence

FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 23 October 1987

1. Office of Security personnel sponsored a seminar at the General Electric Company in Valley Forge, Pennsylvania, on the revised security requirements for contractor automated systems that process sensitive compartmented information. The seminar was attended by some 200 industrial contractors and Agency personnel from the Offices of Security, Information Technology, Development and Engineering, and Communications.

2. Three anti-CIA demonstrations this week at the University of Minnesota, Rutgers, and Dartmouth were short-lived, sparsely attended, and nonviolent. The most serious gathering was at Rutgers, where local police were called in to contain 25 protesters.

3. The Office of Personnel reports that as of 1 October, the Agency has handicapped employees, an increase of 29 over the previous year.

4. Approximately employees attended a successful one-day symposium on career issues and strategies sponsored by the Federal Women's Program Advisory Council on 14 October. The keynote speaker was Commissioner Patricia Price Bailey of the Federal Trade Commission. Other speakers included Judy Mann, Washington Post columnist; Dr. Geraldine Cox, Vice President of the Chemical Manufacturers Association; Michele Lord, Executive Director of the Congressional Caucus; and a panel of Agency SIS women.

ALL PORTIONS SECRET

SECRET

S E C R E T

25X1



William F. Donnelly

- S E C R E T

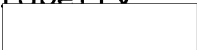
Page Denied

S E C R E T

ADD - check

25X1

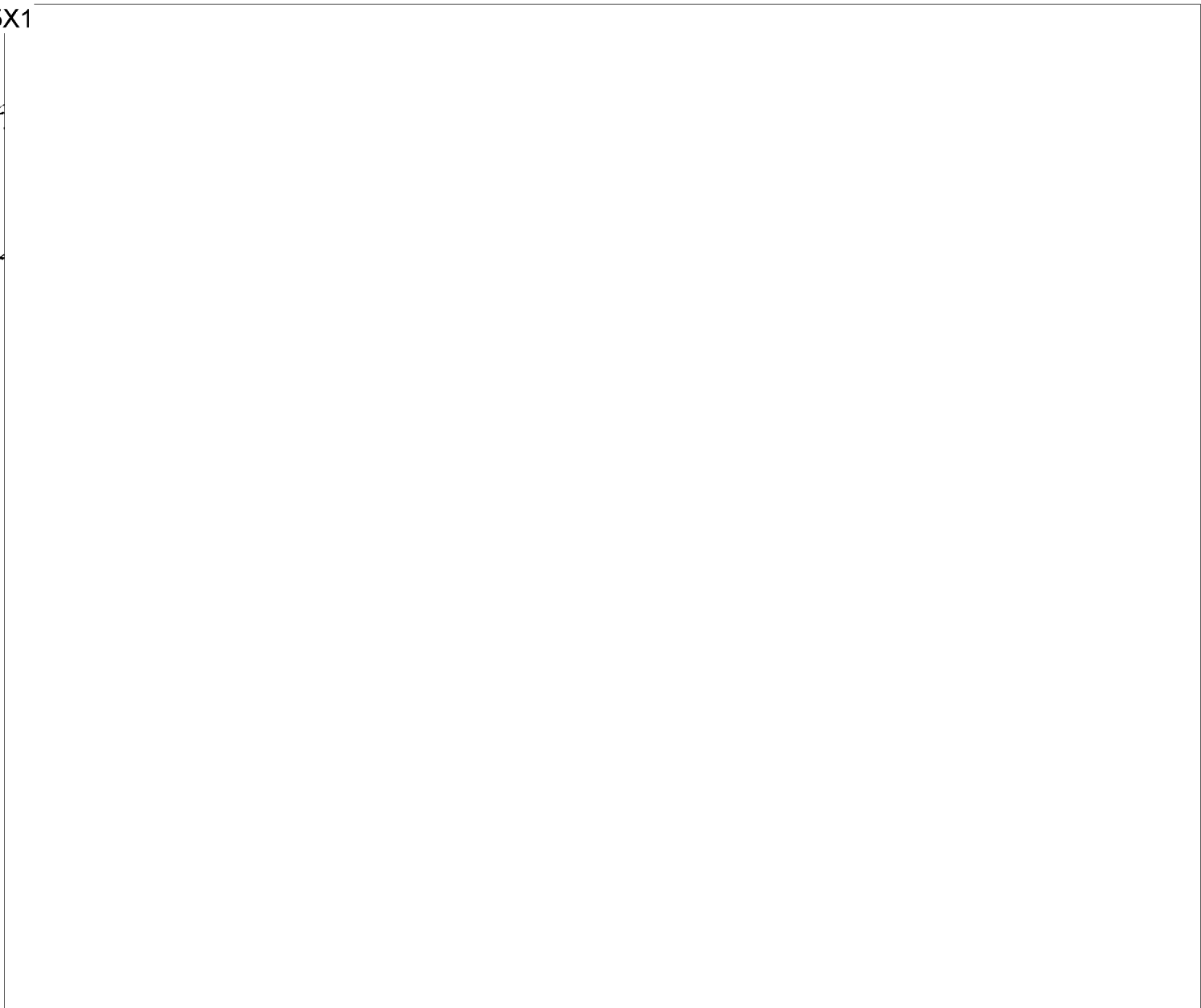
*3-1*

g. During this reporting period, an OL representative met with the Chief of Support and Logistics officers from the Office of Global Issues, DI; the Chief of Support, Counterintelligence Staff, DO; and the Chief of Support, Office of East Asian Analysis, DI; to discuss the condition of their accountable property records. Recommendations to correct, update, and/or enhance property recordkeeping were made to each activity concerned. 

22222

25X1

25X1



S E C R E T

S E C R E T

1. OL reports that the Virginia Electric and Power Company has begun construction on a portion of the main electrical substation located on the Headquarters Compound. As part of the construction effort, one of the two incoming feeders to the Compound may be periodically taken out of service to reduce the probability of an unintentional outage. Normally, the length of time the Agency will be on a single feeder is a few hours. Even with a single feeder, the reliability of the electrical service is still very high. Construction should be completed circa January 1988. [redacted]

m. On 15 October, the Mail and Courier Branch, OL, received a memorandum from the Public Affairs Office requesting a special courier stop at the Los Angeles Times Washington Bureau. This request is to ensure that current copies of the LA Times newspaper are delivered to the Director of Central Intelligence (DCI) on the day of publication instead of the day after. This practice will keep the DCI abreast of current information. Daily service commenced on 19 October. [redacted]

* p. OL has released proofs of last year's Congressional Budget Justification Books (CBBJ) to CBBJ contributors. After the proofs have been revised and updated, OL will print the new CBBJ. The suspense date for this project is mid-January 1988. [redacted]

2. Significant Events During the Upcoming Week:

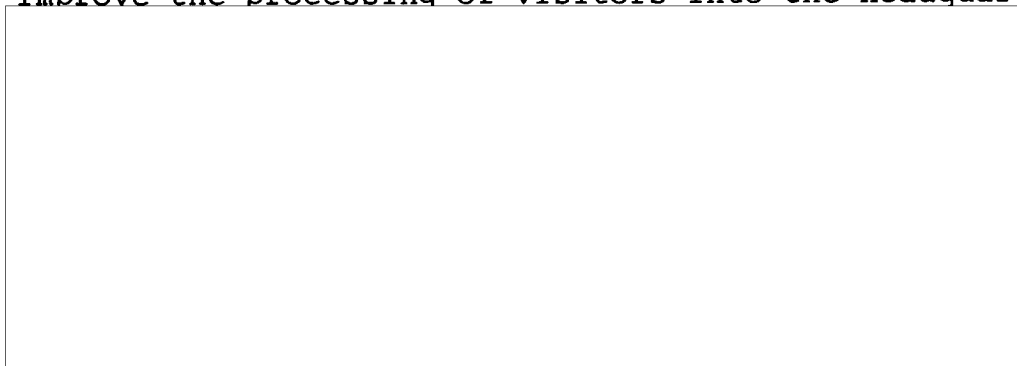
SN On 24 and 25 October, the Bid Package 2 contractor is scheduled to remove a section of sidewalk and widen the visitor

S E C R E T

S E C R E T

processing lane at the Route 123 Visitor Control Center. The scheduling of this work has been coordinated with Headquarters Security Division, OS (HSD). HSD requested that this modification be done to improve the processing of visitors into the Headquarters Compound.

25X1



S E C R E T

Page Denied

S E C R E T

25X1

J. During the period 30 September-14 October, a Supply Officer from the Operations Support Branch, Supply Division, conducted a wall-to-wall inventory of Office of Development and Engineering, DS&T accountable property and made recommendations to ensure that property records are properly maintained in the future.

25X1

S E C R E T

S E C R E T

an OL Supply Officer

K. During the reporting period, ~~a Supply Officer~~ from the Operations Support Branch, Supply Division, ~~visited~~ with the Chief of Support and Logistics Officers from the Office of Global Issues, DI; the Chief of Support, Counterintelligence Staff, DO; and the Chief of Support, Office of East Asian Analysis, DI; and held discussions concerning the condition of their accountable property records. Recommendations to correct, update, and/or enhance property recordkeeping were made to each activity concerned. [redacted]

L. The Logistics portion of the Field Administration Course was conducted [redacted] from 13-16 October. [redacted])

M. A Book Cable detailing the availability and objectives of the OL Flying Squad was released during the reporting period. [redacted]

Q. On 14 October, the Data Control Branch, Supply Division received a memorandum from the Office of Information Technology/Communications Engineering Section requesting retrieval access to the Inventory Control System for 17 individuals. Also requested was a training session on how to utilize the database to meet their needs. The access request will be submitted this week and training will be scheduled after the passwords have been issued. [redacted]

S E C R E T

S E C R E T

III. UPCOMING EVENTS:

NONE

IV. MANAGEMENT ACTIVITIES AND CONCERNS:

NONE

25X1



S E C R E T

S E C R E T

Notes Not Used in Weekly:

25X1 A. One MLS conversion entered Supply Division and will
 25X1 complete on-the-job training in SMB and LOC. [redacted]

25X1 B. An employee. [redacted]
 25X1 [redacted] came through Supply Management Branch for
 25X1 one day's training this week. [redacted]

For the month of September 1987 - statistics on various types of customer services are as follows:

Cables Prepared

Requests for Status

Telephone

Memo

Walk-In

Requisitions Prepared

Action Cable Conversion

SPB Cable Conversion

SPB Letter Requests

TM Requisitions

Call -In

25X1 Vendor Calls

25X1 C. A representative from DCB gave a one-on-one tutorial on
 25X1 the Agency Standard Automated Property System (ASAPS) to a
 member of the Office of Medical Services (OMS). [redacted]

25X1 D. At the request of Budget and Finance, Office of
 Security (B&F/OS), DCB cleared several installation entries
 from the Suspense File on ICS. This action will drop these
 items from the Open Encumbrance Activity Report (OEAR) and give
 the Finance Office a clearer picture of their current
 encumbrances. [redacted]

S E C R E T

Page Denied

Next 2 Page(s) In Document Denied

OL/NBPO WEEKLY REPORT - PERIOD ENDING 21 OCTOBER 1987

1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

None.

2. Major Events that Have Occurred During the Preceding Week:

STAT NO STAT a. On 13 October 1987, Chief, New Building Project Office, OL, escorted [] Executive Assistant to the Deputy Director for Administration, on a familiarization tour of the New Headquarters Building. []

STAT NO STAT b. On 15 October 1987, the Deputy Chief, New Building Project Office (NBPO), OL, met with [] Information Management Staff (IMS), DO. [] is preparing a brief article on the New Headquarters Building which will appear in the November issue of the IMS newsletter. The article will be submitted in draft to NBPO for review prior to publication. []

25X1

STAT NO STAT d. On 15 October 1987, Chief, New Building Project Office, OL, escorted the Director of Logistics on a tour of the New Headquarters Building with emphasis on completed space in the North Tower. []

STAT NO STAT e. On 16 October 1987, grading in the new South Dock area was completed. This allowed Allied to reinstall the hydraulic lift at the dock so that Mail and Courier Branch could resume operations at the dock the week of 19 October. []

STAT NO STAT f. The temporary diversion of construction traffic to the Turkey Run Access Road employee entrance originally scheduled for 15 October 1987 was postponed to 20 October 1987. This diversion is required to allow a trench to be dug across the construction entrance for the placement of conduits. []

STAT NO STAT g. On 19 October 1987, installation of precast concrete panels began at the new South Loading Dock. These are the last panels to be installed at the New Headquarters Building. []

STAT h. On 19 October 1987, the New Building Project Office, OL,
STAT provided selected slides of the New Headquarters Building project to
Office of General Counsel, for their office conference on
20-21 October. [redacted]

YES
STAT i. On 24 and 25 October 1987, the Bid Package 2 contractor is
scheduled to remove a section of sidewalk and widen the visitor processing
lane at the Route 123 Visitor Control Center (VCC). The scheduling of this
work has been coordinated with Headquarters Security Division (HSD), OS.
HSD requested that this modification be done to improve the processing of
visitors into the compound. [redacted]

3. Upcoming Events:

None.

4. Management Activities and Concerns:

STAT Chief, New Building Project Office (NBPO), OL, will be on annual
STAT leave during the period 19-30 October. On 21-22 October 1987, Deputy
Chief, NBPO will attend the OL Planning Conference and [redacted] will
be in charge of NBPO on those dates. [redacted]

Chief, New Building Project Office

D/OL
C/FMD/OL

OL/FMD WEEKLY REPORT
PERIOD ENDING 21 OCTOBER 1987

1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

a. None

2. Major Events that Have Occurred During the Preceding Week:

NO
25X1 a. The Engineering Branch has procured a self-study program which is aimed at the operation of facility systems. The program was purchased for office reference and evaluation and covers the following subjects: boilers and heating systems; refrigeration systems; air handling; water treatment and plumbing systems; electrical and illumination systems; control systems; building design and maintenance; and energy management. The program may be implemented through self-study or through classes under the direction of experienced engineers. [redacted]

YES
25X1 b. Virginia Electric and Power Company has begun construction on a portion of the main electrical substation located on the Headquarters compound. As part of the construction effort, one of the two incoming feeders to the compound may be periodically taken out of service to reduce the probability of unintentional outage. Normally, the length of time the Agency is on a single feeder will be a few hours. Even with a single feeder, the reliability of the electrical service is still very high. Construction should be complete circa January 1988, and at that time, final testing of the electrical substation will occur, requiring the Agency to go to a single transformer configuration for a few hours during the testing period. [redacted]

NO when done
25X1 c. Testing and repair work continues on the New Building UPS system. On 14 October, Exide technicians recorded additional voltage wave forms on floppy disks to send to North Carolina for further evaluation to correct an erratic power problem. They also checked the chokes which filter the current and found several that were hot. Exide plans to continue testing until the problem is resolved. [redacted]

CONFIDENTIAL

25X1 d. [redacted] departed Building
25X1 Services Branch on 16 October to report to [redacted]
25X1 [redacted] as part of the new cross-training effort
25X1 between FMD [redacted] On 19 October, their replacements, [redacted]
25X1 [redacted] reported to work in Building
25X1 Services Branch. [redacted]

NO
25X1 e. Curtailment of courier activities at the South Loading Dock has been extended into the week of 19 October. Although Centex Construction Company completed grating and resurfacing the access road to the South Loading Dock, M&CB is awaiting the installation of a loading ramp. The suspension of vehicles onto the access road has caused some satellite buildings to receive two courier runs per day instead of the normal three. Agency registries were informed of anticipated delays last week. [redacted]

f. Office Moves:
On 13 October, nine workstations were relocated for ICS from 806 to 301 Ames Building
On 14 October, 17 workstations were relocated for OP/LOGS within the Ames Building
On 15 October, 12 workstations were relocated from 2D0105 Headquarters to the third floor [redacted] for OIT.

25X1

25X1

3. Upcoming Events:

NO
25X1 a. RTKL Associates, the architectural and engineering firm assisting us in the backfill program, will begin design of the Office of Imagery Analysis (OIA) space in the Original Headquarters Building at the end of October. At present, RTKL is scheduled to receive a guided tour of OIA facilities at [redacted] on Sunday, 25 October 1987 at 1000 hours to look at some of the renovated National Photographic Interpretation Center space in that building. The Headquarters Consolidation Staff has delivered a detail, coordinated set of OIA design requirements to RTKL, who wishes to start the pre-design programming for this complex project immediately rather than waiting until the contract for this bid package is finalized. The timing meshes nicely with the Master Plan for the backfill project, which is scheduled for completion on 16 November.

25X1

CONFIDENTIAL

25X1

YES
c. On 15 October ~~1987~~, the Mail and Courier Branch, ^{OL}, received a memorandum from the Public Affairs Office requesting a special courier pick up from the Los Angeles Times Washington Bureau. This request is to ensure that current copies of the LA Times newspaper are delivered to the DCI on the day of publication instead of the day after. This practice will keep the DCI abreast of current information. Daily service commenced on Monday, 19 October, ~~1987~~.

25X1

4. Management Activities and Concerns:

NO
a. Personnel

25X1
New - Mail & Courier 10/19/87

25X1

Facilities Management Division

3
CONFIDENTIAL

Page Denied

Next 3 Page(s) In Document Denied

WEEKLY REPORT FOR PROCUREMENT DIVISION
FOR PERIOD ENDING
20 October 1987

1. Progress Report of Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

~~a.~~ On 1 October 1987, Procurement Division, Office of Logistics, processed six contract modifications totaling [] in Fiscal Year 1988 funds to IBM Corporation. These contract modifications were issued on behalf of the Office of Information Technology for computer equipment installment payments payable on 31 October 1987. []

STAT

b. Procurement Division, Office of Logistics, has renewed a contract with Britton Lee, Inc., Vienna, Virginia for [] for a lease to ownership agreement for 16 disk drives and associated hardware in support of the CAMS program. []

STAT

c. As of 13 October 1987, General Procurement Branch, Procurement Division, Office of Logistics, has received a total of [] requests for annual services contracts; [] have been negotiated and are in various stages of processing. []

STAT

3. Significant Events Anticipated During the Coming Week:

None

4. Management Activities and Concerns:

None

INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 20 OCTOBER 1987

1. Progress Report on Tasks Assigned by the DCI/DDCI:
2. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. CLAIMS REVIEW BOARD

STAT The Claims Review Officer, [REDACTED], gave a two hour
STAT presentation on personal property claims to the attendees of
STAT the Field Admin Course on 15 October 1987. [REDACTED] The
members of this class were a lively group, who asked
numerous pertinent questions and appeared genuinely pleased
with the presentation. [REDACTED]

B. REGULATIONS

KIO

STAT

[REDACTED]

3. Significant Events Anticipated During the Coming Week
4. Perspective of Staff Activities

STAT

[REDACTED]

PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Week Ending 20 October 1987

1. Status of Tasks Assigned by Senior Management:

a. Staffing Study:

NO
STAT On 14 October, the Director of Logistics reviewed the staffing study prepared by Procurement Management Staff (OL/PMS). Based upon this study, an implementation plan was approved which will be undertaken by the Procurement Executive. Over the next four weeks, affected Agency offices will be contacted so that a definitive agreement can be reached in order for the contract teams to be established and/or augmented. []

b. OL/PMS Rotational Assignment for Office of General Counsel (OCG) Careerist:

NO
STAT At the request of OGC, the Chief, PMS/OL met last week with a representative from OGC to discuss a rotational assignment within OL/PMS. The results of this meeting were favorable and action is underway to implement this rotational tour for a minimum 2-year assignment. []
file from OGC with written request for WCB consideration

2. Major Events That Have Occurred During the Preceding Week:

a. Training Budget:

NO
STAT [] finally received most of the supervisor-approved procurement training requests and compiled her estimated budget from those requests. The estimated amount for procurement and Wang training is [] the estimated amount for college and university studies is [] for a total of [] This estimate is [] more than last year. The proposed budget has been sent to the OL Training Officer. []
STAT
STAT
STAT

b. CONIF Activity:

NO
STAT CONIF input 25 contracts and 52 amendments during this reporting period. The filing of contract and amendment documents from September continues. []

c. Visit to Defense Systems Management College (DSMC), Fort Belvoir:

STAT [] visited Dr. Hal Schutt (DSMC) to discuss a contract DSMC just let with a local firm for

SUBJECT: OL/PMS Weekly Report for 20 October 1987

STAT NO
development of an expert system for acquisition planning. The initial phase will be for nondevelopmental items (NDI); later phases next year will cover more complex acquisitions. OL/PMS and the Office of Research and Development have an interest in this activity and, through our working relationship with DSMC, will follow this contract closely. []

STAT NO
d. Discussions on New Office of Development and Engineering (OD&E) Project:

STAT NO
[] a newly assigned contracting officer's technical representative, vice [] on the large OD&E procurement getting started. We will be working with OD&E over the next six months to assist in automating aspects of the project, from the request for proposal through negotiation. [] involvement will increase greatly in about three weeks when a final work breakdown structure has been developed. This will be a significant trial of our efforts to get all contract teams using more automation methods. []

STAT NO
e. Training:

STAT NO
[] reports that James Galomb, a senior partner for Peat Marwick Mitchell and Company, will be the guest speaker for a workshop on source selection, which is scheduled for 4 December. []

STAT NO
g. Agency Contract Review Board (ACRB) Activity:

STAT NO
There was no meeting of the ACRB during this last reporting period. The next scheduled session of the ACRB will be held on 3 November. []

STAT NO
3. Upcoming Events:

STAT NO
OL/PMS will continue its position of keeping senior management apprised of significant upcoming events as they are scheduled. []

STAT NO
4. Management Activities and Concerns:

STAT NO
a. Chief, PMS/OL will attend the OL Planning Conference in Fredericksburg, Virginia on 21 and 22 October 1987.

STAT NO
b. Chief, PMS/OL will make an official visit to the Contract Staff, Collection Systems Group, OD&E, and the Logistics Officer on 27 October 1987. []

ADMINISTRATIVE - INTERNAL USE ONLY

25X1



PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD OF
14 October 1987 - 20 October 1987

I. Status of Tasks Assigned by Senior Management:

None.

II. Items or Events of Major Interest that have Occurred
During the Preceding Week:

NO
A. The Office of Logistics, Printing and Photography Division (OL/P&PD) has been informed by the Directorate of Intelligence, Office of Current Production and Analytic Support (DI/CPAS) that beginning 26 October 1987 CPAS will begin producing the Midday Intelligence Report (MIR) on an IBM personal computer (IBM PC). The IBM PC uses 'Micro Soft' software that simulates some of the typesetting capabilities of P&PD and outputs this 'typeset' information to a laser printer. The 'finished' MIR will then be photocopied for dissemination to customers. CPAS has successfully tested this procedure in an operation paralleling that of P&PD for the past two weeks. Since the MIR is only a 2 page publication, its loss will have minimal impact on the P&PD production effort. However, P&PD is closely monitoring the CPAS operation as it may have precedent setting implications for 'desktop publishing'.

25X1

NO
B. On Tuesday, 13 October 1987 several personnel from the Office of Logistics, Printing and Photography Division (OL/P&PD) experienced adverse physiological reactions to unknown fumes in Room GJ-4008 of the Headquarters Building. One person reported to the Office of Medical Services (OMS) clinic and the OMS Safety Branch (SB) was notified immediately. On Thursday, 15 October three P&PD personnel reported to the OMS clinic due to a reoccurrence of the same problem. On 19 October a team of SB investigators looked over the area. As of this date no cause for these incidents has been found. The net result is that the P&PD Design and Presentation Center (D&PC) is operating below strength as personnel report to OMS

S E C R E T

and/or are at home on sick leave. Resolution of this matter currently resides with the Agency's Environmental Safety Program (ESP). P&PD management is closely monitoring OMS/ESP progress. (A)

25X1 [redacted]

NO

25X1 C. The graphics section of the Directorate of Science and Technology (DS&T) has informed the Office of Logistics, Printing and Photography Division (OL/P&PD) of its intent to procure a Dicomed Synervision I Paint System. DS&T expects delivery by the end of December 1987. As P&PD generates the photographic output for all Agency owned Dicomed computer graphic design equipment (except for 'proofing' cameras attached to several design stations), P&PD is investigating whether or not the Paint System software is compatible with the integrated graphics 'File Manager' system on order from Dicomed. If not, P&PD will have to make arrangements to modify the GSX to accommodate the Paint Box if this type of support is to continue. Pursuant to [redacted] P&PD anticipates receipt of all procurement requests for the Paint System as they could have an impact on production. To date only the DS&T and the Office of Communications (OC) have indicated an intent to purchase this unit.

25X1 [redacted]

NO
Project
when
budget

25X1 D. The programming of bar code readers to collect production data from the Office of Logistics, Printing and Photography Division (OL/P&PD) has begun. The programming required must be generated from a 'user friendly' software package purchased in conjunction with the bar code readers. To date progress has been slow due to confusing documentation and the complicated procedures required to implement this software. P&PD programmers expect to have this project completed by early December 1987. [redacted]

25X1 [redacted]

25X1 [redacted]

YES

*
YES

25X1 E. The Office of Logistics, Printing and Photography Division ~~(OL/P&PD)~~ has recently released ~~2 sets~~ of 'proofs' of last year's Congressional Budget Justification Books (CBBJ) to CBBJ contributors. After the 'proofs' have been revised and updated, ~~P&PD~~ will print the new CBBJ. The suspense date for this ~~massive~~ project is mid-January 1988. [redacted]

OL

S E C R E T

25X1
25X1
25X1
25X1
G. Publication of the 'Red Book' by the Office of Logistics, Printing and Photography Division (OL/P&PD) for the Directorate of Operations (DO) is proceeding on schedule. The [] is currently being printed and the English version is being composed. The suspense date for the [] is 2 November; a firm date for the English version will be established after it has been proofed by the customer. [] produced

25X1
NO
I. Due to a change in the Office of Training and Education (OTE) techniques for teaching foreign languages, the Office of Logistics, Printing and Photography Division (OL/P&PD) television foreign standards converter is on overload. OTE has already sent 25 videotapes of 5 hours average duration to P&PD for conversion and duplication. P&PD has also been informed that OTE has an additional 250 videocassettes (1,150 hours of recording time) that need to be converted. In order to expedite the production process, P&PD has pulled the standards converter off-line to accommodate OTE's requirement for 2 VHS copies of each original tape. OTE has further stated that this type of requirement is anticipated to progress at a steady pace for the foreseeable future. P&PD expects to split this job request between its facility at the P&PD Building and the new Video Replication Center located at the Page Annex which should be operational by March 1988. []

III. Upcoming Events:

None.

IV. Management Activities and Concerns:

None.

25X1
S E C R E T

S E C R E T

S E C R E T